

Class Cancellation

At an appropriate time in the registration process each semester, all course sections offered are reviewed by the associate dean(s) to determine if there is sufficient enrollment to justify the class. For most semesters, courses are reviewed at least twice: once prior to payment due date and again after payment due date.

When reviewing sections, enrollment levels alone determine which sections need to be examined further. Sections with low enrollment are reviewed with consideration given to numerous factors including:

- (1) other sections of the course at comparable times,
- (2) availability of openings in these sections,
- (3) whether the course is a program requirement or elective,
- (4) when the course was last offered (or when it is to be offered again), and
- (5) whether the course is an advanced course in a sequence.

When more information is needed to make a decision, the Dean, Associate Dean, and appropriate faculty members are consulted to come to consensus as to an outcome. If a section is canceled, students are contacted in a manner that allows sufficient time to adjust their schedules.